

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	CNFJ-N6-001-09
		募集締切日： Closing Date	6 Apr 09
		発行日： Date of Issue	24 Mar 09
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>3</u>) <h3 style="text-align: center;">Secretary #198</h3> <h4 style="text-align: center;">(秘書職)</h4> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander U.S. Naval Forces, Japan ACOS Communications (N6) 勤務場所 Working Place: Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hrww) 勤務日 Work Days: 5 days a week (Monday thru Friday) 勤務時間・休憩 Work Hours: 0800 - 1645 Recess Period: 1200 - 1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties <p style="text-align: center;">See attached task list.</p>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Knowledge of policies, regulations and procedures regarding command directives/instructions/notices, Navy correspondence, awards program, and government travel. c. Skill in operating personal computer such as Microsoft Word, Excel and Access. d. Ability to perform secretarial work such as scheduling appointments, screening calls and visitors, handling correspondence, and arranging travels. e. Ability to speak, read and write English at fluent proficiency level (LAD-3). * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>			
学歴 Educational Background : See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : CNFJ MMO Code N11/Mr. Makoto Hashizume

軍電 (DSN) 243-8161

PD No.: CNFJ-N6-010

PD is accurate and current. Certified by Activity: hy

HRO: (rcvd: 3/23)
jt 3/23

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

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1. Serves as a personal assistant to N6 Department Head. Receives telephone calls and visitors. Schedules appointments for supervisor without prior clearance in most instances, insures that supervisor is fully briefed on the matters to be considered before the scheduled meeting, and prepares for conferences by arranging for time, place and people. Assumes responsibility for administration of supervisor's immediate office performing such duties as answering inquires including substantive questions not requiring technical knowledge, reviewing incoming correspondence and taking routine and administrative actions, coordinating matters with other offices for information, and drafting replies to inquires or requests for information when technical knowledge is not required. Types routine correspondence for command signature. Makes any needed calls by request.

(30%)

2. Processes all incoming and outgoing correspondences for the department, ensuring proper internal routing and control. Performs routing, serializing, filing, copying, and mailing of correspondence as assigned. Assists in the pick up and routing incoming mail. Maintains accurate correspondence action control log and generates weekly tickler for distribution within the department and maintains/monitors actions.

(25%)

3. Prepares Financial Requisition forms using CFMS and Fastdata, prepare IAD orders using DTS and be familiar with WinATIOS. Needs to have understanding of CNIC and CPF funding lines.

(25%)

4. Maintains N6 command directives/instructions. Maintains master file of all CNFJ Instructions and Notices, routes all Instructions and Notices for annual review update and distributes new directives as requested.

(10%)

5. Maintains department personnel files. Routes incoming documents FITREPs, EVALs, and awards through the chain of command, tracks status of each until signed by appropriate authority and forwarded for presentation. Prepares smooth documents for N6 head and department schedule. Performs other duties as required in support of N6.

(10%)